

## PROCEDURE: 400.13.01

<b>SECTION: HUMAN RESOURCES</b>	
<b>TOPIC: FACULTY ASSIGNMENT, PROMOTION AND APPEAL OF ACADEMIC RANK</b>	
<b>EFFECTIVE DATE:</b> June 29, 2017	<b>REPLACES:</b> N/A
<b>LATEST APPROVAL DATE:</b> June 29, 2017	
<b>NEXT REVIEW:</b>	<b>ARCHIVED:</b>
<b>APPROVING AUTHORITY:</b>	

### INTENT + SCOPE:

This procedure outlines the principles and processes by which the assignment, promotion and appeal of academic rank occurs for permanent teaching faculty at the Alberta College of Art + Design (ACAD).

### DEFINITIONS:

Academic Rank means the title given to faculty that recognizes a faculty member's education, experience, and contributions to teaching, research, professional practice, and service.

Academic Year means the months from July 1 to June 30 inclusive, each year.

Agreement means the Collective Agreement between the Board of Governors of the Alberta College of Art and Design and the Alberta College of Art and Design Faculty Association.

Candidate in this Procedure means the permanent teaching faculty member who has submitted an application for promotion in academic rank.

External Reviewer means an expert in the candidate's field who is external to ACAD.

## **PRINCIPLES:**

- Through designation and promotion of academic rank, ACAD recognizes the achievements and high academic standards of faculty
- Faculty showing continuing meritorious progress may be considered for promotion in academic rank
- Promotion is not a requirement for maintenance of a permanent faculty appointment
- Promotion procedures and decisions shall be equitable, fair, and observe due process

### **1. General Requirements for Academic Staff**

- 1.1. As per Article 10 of the Agreement, there is an expectation that academic appointees shall engage in the functions of teaching and teaching related responsibilities; service; and professional, creative and research responsibilities.
- 1.2. The general criteria for each function as applied to all academic ranks are set out below.
- 1.3. It is recognized that the nature of teaching, service, and professional, creative and research responsibilities and the proportional distribution of expectations among these functions shall vary from School to School.
- 1.4. There shall be generally consistent application of these expectations throughout each School.
- 1.5. In addition to the criteria in this procedure, each School may produce its own guidelines, which elaborate upon the appropriate discipline-specific criteria of each function.
  - 1.5.1. Changes to School guidelines shall not take effect until the guidelines are approved by the VPRAA.

### **2. Requirements for the Academic Rank of Lecturer**

- 2.1. Appointments where the faculty member has not yet completed the terminal degree, but is enrolled in a program with demonstrated progression toward completion of the terminal degree, and who may have limited teaching experience and publications/shows/practice, will be ranked as a Lecturer. The timetable for the achievement of the terminal degree, and

therefore promotion to Assistant Professor, shall be clearly articulated in the employment offer.

- 2.1.1. An entry level position, possibly still completing terminal degree;
- 2.1.2. Developing expertise in his/her practice/area of research and beginning to establish credibility in the discipline;
- 2.1.3. Capable professionally and beginning to gain external recognition;
- 2.1.4. Innovation in practice as well as in teaching;
- 2.1.5. Dedicated teacher, developing pedagogical skills;
- 2.1.6. Active faculty member, demonstrates collegiality.

### **3. Requirements for the Academic Rank of Assistant Professor**

- 3.1. An appointment where the faculty member has a record of teaching and service and has completed the requisite terminal degree (PhD, MFA, Mdes), or met equivalency, will be ranked as an Assistant Professor. The probationary period should be viewed as time to gain experience as a teacher and colleague, as well as time to develop a research/practice agenda and establish a rhythm of professional, creative and research activities (publications/shows/commissions/contracts).
  - 3.1.1. Terminal degree completed, or met equivalency to the terminal degree;
  - 3.1.2. Developing expertise in his/her practice/area of research and establishing credibility in the discipline;
  - 3.1.3. Capable professionally, and gaining external recognition;
  - 3.1.4. Innovation in practice as well as in teaching;
  - 3.1.5. Resourceful and committed teacher, advancing pedagogical skills;
  - 3.1.6. Active faculty member, contributing to curriculum development, supporting program, School or institutional initiatives;
  - 3.1.7. A contributing member of the ACAD community, participating on committees, attending and participating in professional development activities, institutional events, ceremonies (such as convocation), and external and community related service responsibilities.

#### **4. Requirements for the Academic Rank of Associate Professor**

- 4.1. A faculty member who has successfully served a minimum of five (5) years at the Assistant Professor level, and reached a level of maturity and confidence as a teacher, built a network of relationships within the institution through committee work and other collaborations, and extended his/her reputation as a researcher/scholar/practitioner beyond the regional to the national or even international arena, will be appointed to Associate Professor.
- 4.1.1. Ongoing and consistent achievement in his/her practice/area of expertise which has resulted in a considerable contribution to the discipline;
- 4.1.2. Very capable professionally due to an advanced level of expertise, the depth and reach of contribution, and external recognition of it;
- 4.1.3. Accomplished teacher, demonstrates pedagogical reflection;
- 4.1.4. Plays a leadership role as a faculty member, contributing to curriculum development, mentoring junior faculty, significantly supporting program or School initiatives etc.;
- 4.1.5. Makes a significant contribution to the ACAD community, actively participating on committees, professional development activities, institutional events, and ceremonies (such as convocation), and external and community related service responsibilities.

#### **5. Requirements for the Academic Rank of Professor (full)**

- 5.1. Only a faculty member who has made a significant contribution to their field of research/practice or to art and design education, to the success of students who have benefited from their mentoring and tutelage, can expect to be promoted to the rank of Professor. This is a faculty member who has successfully served a minimum of five (5) years at the Associate Professor level and has a distinguished record of scholarship and superior academic leadership, and a documented critically acknowledged reputation and impact on the field at the national and/or international level.
- 5.1.1. Significant and ongoing achievement in their practice/area of expertise which has resulted in a substantial contribution to the discipline;
- 5.1.2. Plays a senior leadership role professionally due to the high level of expertise, the extensive depth and reach of contribution, and external recognition of it;
- 5.1.3. Respected as an innovative practitioner;
- 5.1.4. Highly skilled pedagogically (inspiring students and colleagues, demonstrates depth of knowledge, skilled communicator);

5.1.5. Consistently plays a leadership role as a faculty member, contributing substantially to curriculum development, mentoring junior faculty, initiating program or School events, etc.;

5.1.6. A vital member of the ACAD community, providing leadership on committees, professional development activities, institutional events, and ceremonies (such as convocation), and external and community related service responsibilities.

## **PROCEDURE:**

### **6. Initial Assignment of Academic Rank**

6.1. During the selection process for permanent teaching faculty, all parties shall be governed with respect to Article 8.01 of the Agreement:

6.1.1. *All faculty hired by the College shall be selected for employment in accordance with the College's Hiring Practices Procedure, 400.03.*

6.2. As per the *Hiring Guidelines* (approved February 2017), the VPRAA, or designee, accepts or rejects the Hiring Manager/Chair's recommendation for appointment in writing. If accepted, the VPRAA will meet with the Hiring Manager and a representative of HR to determine and approve the appropriate initial academic rank, and other terms of the offer of employment. The initial academic rank placement shall be consistent with the criteria and requirements as set out in this Procedure.

### **7. Faculty Promotion Committee (FPC)**

7.1. The FPC is responsible for making recommendations to the VPRAA regarding promotion in academic rank;

7.2. Committee members are responsible for declaring any conflict of interest, as per Procedure 400.02;

7.3. Committee members are bound by confidentiality in their deliberations of candidates as per the ACAD Confidentiality Agreement and the Freedom of Information and Protection of Privacy Act (FOIP);

7.4. More than one FPC may be assembled at the discretion of the VPRAA.

### **8. Eligibility for Promotion in Academic Rank**

8.1. A faculty member is eligible for promotion in rank when:

8.1.1. They have served a minimum of five (5) academic years at the previous rank at ACAD, unless otherwise stipulated in the employment offer. Note, application process may

begin in the Fall of year 5, but may not become effective until 5 years have been successfully completed;

8.1.2. They have successfully passed the probationary period.

8.2. A faculty member shall not apply for promotion in successive years and not more than twice in a five (5) year period, commencing from the date of the first notice of intention to apply for promotion.

## 9. Application for Promotion in Academic Rank

9.1. For eligible faculty members, applications for promotion in rank must be submitted to the respective School Chair no later than October 15th of each year.

9.2. Applications shall be submitted in electronic format. Materials supporting the dossier may be submitted in hard copy if not available electronically.

9.3. Applications must contain:

9.3.1. Cover letter summarizing the full contents of the dossier and outlining how criteria for Promotion have been met;

9.3.2. Completed Application for Promotion Form, which contains:

9.3.2.1. Statement of Teaching Philosophy (1 to 3 pages);

9.3.2.2. Statement of Research/Practice, identifying work completed in past five (5) years and work in progress, as well as vision for the next 3-5 years (no more than 5 pages);

9.3.2.3. Updated curriculum vitae (using ACAD template, available on Infolab);

9.3.3. Dossier of teaching and research/practice examples:

9.3.3.1. Publications;

9.3.3.2. Exhibition documentation and/or catalogues;

9.3.3.3. Drafts of submitted articles, chapters, or books;

9.3.3.4. Original work (link to blog or site);

9.3.3.5. Course outlines/syllabi;

9.3.3.6. Summary reports of faculty evaluations (from preceding 3-5 years);

9.3.3.7. Alumni reference letters (optional and no more than 3).

- 9.4. Candidate and School Chair mutually agree on a minimum of six (6) potential External Reviewers to be invited, normally three (3) nominated by School Chair, three (3) nominated by candidate.
- 9.4.1. All External Reviewers shall be “at arm’s length” in relation to the candidate. Reviewers with personal, or previous or future direct working relationships (real or perceived) are excluded as suitable for objective and unbiased assessment.
- 9.4.2. No individual may act as an external referee where the candidate has been a research partner or collaborator with the candidate within the past five years, or a supervisor of the candidate’s work at any time.
- 9.4.3. Accepted External Reviewers must sign a conflict of interest disclosure to demonstrate no conflict of interest exists.
- 9.5. The majority of External Reviewers must have a formal affiliation with a university or art and design degree granting institution.
- 9.6. List of nominated External Reviewers shall be in priority order, contain full contact information, and be submitted for approval to the VPRAA.
- 9.7. VPRAA office will invite and secure participation from preferably three (3), but minimum of two (2), External Reviewers.

## **10. Assessment of Applications for Promotion in Academic Rank**

- 10.1. At the invitation of the VPRAA, the School Chair and External Reviewers review the full application and each submit a confidential report directly to VPRAA, commenting on the following:
- 10.1.1. The quantity, scope, quality, and influence of the candidate’s professional practice and/or research;
- 10.1.2. As appropriate, how and to what extent the candidate’s academic and creative work intersect and complement one another;
- 10.1.3. Whether they think the candidate’s body of work is sufficient to meet the criteria for Promotion;
- 10.1.4. Any additional questions pertinent to the individual candidate posed by the VPRAA.
- 10.2. The VPRAA assembles the FPC(s). Each FPC is advisory to the VPRAA and includes:
- 10.2.1. The VPRAA, who serves as Chair of the FPC, and is non-voting except in case of a tie;

10.2.2. Four (4) other voting committee members, with one permanent faculty representative from each School.

10.2.2.1. All committee members are appointed by the VPRAA and must hold the rank of Professor. If there is an insufficient number of faculty at the rank of Professor to constitute a committee, additional committee members at the rank of Professor will be sought from peer institutions or Emeritus faculty.

10.3. The Chair of the FPC shall provide copies of the material to all the members of the FPC. The FPC may make a written request, via the Chair, to the candidate for clarification in writing of any aspect of their application.

#### 10.4. Assessment of Teaching Performance

10.4.1. The assessment of a candidate's teaching performance shall be based on:

10.4.1.1. The teaching-related portions of the candidate's annual reports;

10.4.1.2. The candidate's teaching dossier;

10.4.1.3. Reports, if any, of in-class teaching evaluations as arranged by the candidate with their Chair. These are not required, but must occur prior to submitting an application for promotion in academic rank.

#### 10.5. Assessment of Scholarly Research and Creative Activities

10.5.1. There are a variety of different forms of Scholarly Research and Creative Activities ("SRCA") at ACAD, and different disciplines may have differing criteria for how these activities are to be evaluated with respect to promotion. In such evaluations, where the evidence does not rest on publications alone (broadly defined), other evidence of SRCA activity as presented must be considered, but the burden of proof must rest upon the candidate.

10.5.2. Each School may produce a guideline that outlines appropriate discipline-specific evidence of SRCA, subject to the guidance and approval of the VPRAA.

10.5.3. The members of the FPC must consider the assessment of the candidate's SRCA as judged by the External Reviewers.

#### 10.6. Assessment of Service

10.6.1. The assessment of a candidate's contributions to service shall be based on:

10.6.1.1. The service-related portions of the candidate's annual reports;

10.6.1.2. The candidate's CV.



10.7. The VPRAA will review the assessment and recommendation of the FPC

10.7.1. The VPRAA will examine all recommendations and documentation to ensure that a reasonable and equitable standard for promotion is applied across ACAD, taking into account the differing patterns of activity that characterize each School.

10.8. The VPRAA makes their decision, which is communicated to the President in writing, including reasons for the recommendation. If the recommendation is not unanimous, the letter should state the vote (without names) and reasons for the disagreement. The decision of the VPRAA is final, except in the event of an appeal (see below).

10.9. The Chair of FPC will communicate the decision to each candidate, both by email and through campus mail no later than June 1 of the same academic year in which the application was received, along with the supporting rationale (including excerpts from the external referees' reports with names redacted). A positive promotion in academic rank decision becomes effective July 1 of the subsequent academic year in which the application was received.

## **11. Appeal of Denial of Promotion in Academic Rank**

11.1. A candidate may, within twenty-one (21) calendar days of receiving the promotion decision, appeal the decision to the Promotion Appeals Committee ("PAC") on one or more the following grounds:

11.2. Failure to follow procedural processes outlined in the Promotion Procedure;

11.3. Consistency of application of the criteria outlined in this Procedure, including School specific guidelines, if any.

11.4. Should the candidate decide to appeal, they shall file a Notice of Appeal of Denial of Promotion in writing to the President + CEO with a copy to the President of ACADFA. The Notice of Appeal shall note the grounds of the appeal and include the evidence on which the appeal is based.

11.5. There shall be a Promotion Appeals Committee (PAC), which shall hear all appeals against decisions of the FPC.

11.6. Membership of PAC shall consist of:

11.6.1. The President + CEO of ACAD who shall chair the committee and shall vote only in the case of a tie;

11.6.2. One (1) permanent faculty of ACAD appointed by ACADFA;

11.6.3. One (1) permanent faculty of ACAD appointed by the President + CEO.

- 11.7. Both PAC committee members must not have been members of the appellant's FPC, and must hold the rank of Professor. If there is an insufficient number of faculty at the rank of Professor to constitute a committee, external committee members who hold the rank of Professor may be sought from peer institutions or Emeritus faculty.
- 11.8. There shall be no more than one member of the committee from any one School, and no member of the committee shall be from the same School as the appellant.
- 11.9. Upon receiving an appeal and when disagreement exists among the External Reviewer reports, the Committee may by majority vote decide to appoint an external academic who has expertise in the appellant's field. The external academic shall become a voting member of the Committee. The appointment shall be made by the President + CEO in consultation with the Committee.
- 11.10. Procedure of the PAC
- 11.10.1. Upon receipt of a Notice of Appeal of Denial of Promotion, the President shall notify the appellant's School Chair, the Chair of FPC, and the President of ACADFA of the appeal.
- 11.10.2. The PAC shall be convened within 90 calendar days of receipt of the Notice of Appeal of Denial of Promotion
- 11.10.3. The PAC shall review the recommendation of the FPC along with all the supporting documentation and shall decide:
- 11.10.3.1. The FPC's recommendation to deny promotion be upheld; or
- 11.10.3.2. The FPC's recommendation to deny promotion be changed to a recommendation to grant promotion. In such cases, the effective date of the promotion will be retroactive to July 1.
- 11.10.4. The decision of the Promotion Appeals Committee shall be final.
- 11.10.5. The President shall convey the decision of the PAC to the appellant, the President of ACADFA, the Chair of FPC, and the appellant's School Chair no later than twenty-one (21) calendar days after the initial meeting of the Committee.

**APPENDIX B**

<b>TERMINAL DEGREE</b>	<b>REQUIREMENTS FOR DEGREE</b>	<b>EQUIVALENT PROFESSIONAL ACHIEVEMENT</b>
MFA	<p>2 full years post bachelor study (60 cr) including:</p> <ul style="list-style-type: none"> <li>o Studio work</li> <li>o Seminar work (history, theory, research methods, professional practice, current issues in field)</li> </ul> <p>Supervision by expert in field</p> <p>Written thesis (25 – 75 pp)</p> <p>Graduate Exhibition</p> <p>Final defence (committee incl external expert in field)</p> <p>TAships and training</p>	<p><b>Evidence of meeting the MFA-level breadth and depth is demonstrated by a combination of any of the following:</b></p> <p>Consistent professional practice that includes appropriate dissemination of that practice (e.g., solo gallery shows, festival presentations, inclusion in curated programs and/or screenings).</p> <p>Studio work at a high standard. This high standard should be seen within the technical skills evident in the work, or within the themes and discourses evident within the work.</p> <p>A range of curated exhibitions and/or group exhibitions deemed to be significant and substantive in breadth and depth.</p> <p>A professional practice that includes significant collaborations and engagement in the field such as artist residencies, leading workshops, curatorial experience, etc.</p> <p>Evidence of written work positioning the candidate as being informed of their field of inquiry and at the forefront of discourse in their subject area or field of inquiry. These can be articles or papers written about the artist or by the artist.</p> <p>Evidence of critical thought within the work. Development and evolution visible within a single body of work or across a number of bodies of work.</p> <p>Recipient of adjudicated arts awards.</p> <p>Supervision by expert in field.</p>

**APPENDIX B**

<p>MDes/ MArch</p>	<p>2 full years post bachelor study (60 cr) including:</p> <ul style="list-style-type: none"> <li>o Studio work</li> <li>o Seminar work (history, theory, research methods, professional practice, current issues in field)</li> <li>o Practicum or internship</li> </ul> <p>Supervision by expert in field</p> <p>Written thesis or brief (25 – 75 pp)</p> <p>Graduate Exhibition</p> <p>Final defence (committee incl external expert in field)</p> <p>TAs and training</p>	<p><b>Evidence of meeting MDes-level breadth and depth is demonstrated by a combination of any of the following:</b></p> <p>Consistent professional practice that includes appropriate dissemination of that practice (e.g., solo gallery shows, festival presentations, inclusion in curated programs and/or screenings).</p> <p>Real innovation in a field that also demonstrates applied research, for example the development of new approaches, technologies, methods, materials, and forms of design evident in publishing or application of design theory.</p> <p>Professional experience that includes mentoring, development of juniors and increasing levels of responsibility over time.</p> <p>Publications or speaking/presenting to professional groups.</p> <p>Presentations to industry festivals, professional development seminars, workshops, lectures, etc.</p> <p>Demonstration of research through publication, exhibition, and/or curation of screenings or exhibitions.</p> <p>Inclusion in professional publications as either subject or author (magazines, books, catalogues, etc.)</p> <p>Recipient of peer-reviewed professional awards and recognitions.</p> <p>Professional development activities (courses, seminars) that show a learning path of increasing complexity and focus in a particular subject area.</p> <p>Supervision by expert in field.</p> <p>Professional level mentoring outside of post-secondary education.</p>
------------------------	---	--

**APPENDIX B**

<p>PhD</p>	<p>Minimum 3 full years post master's study            Advanced research and coursework            Comprehensive and second language exams            Conference presentations            Dissertation / new knowledge creation – publishable (ca. 150 – 400 pp.)            Supervision by expert in field            Final defence (committee incl external expert in field plus internal/external)            TAships and RAships</p>	<p>Evidence of meeting PhD-level breadth and depth is demonstrated by the following:            Minimum 3 full years post master's study            Advanced research conducted in a field of specialization            Public presentation and defence of research materials            Extensive record of publications or major manuscript            Mentorship by expert in the field            Experience working as a teaching assistant, instructor, and/or research assistant</p>
------------	--	---